

Date:

To: Distribution

From: Lead Engineer/Project Manager, PME

Subject: **REQUEST FOR DESIGN REVIEW OF _____.**
WORK ORDER # _____

The design for the renovation of Building _____ has been completed to the _____% stage. There will be a review meeting to discuss your comments in the Building 350 conference room (specify day of week)_____, (date of meeting) _____, (time _____). The attached Design Review Comment form (for those who receive drawings – see below) is to be used to record your comments. Please indicate the appropriate drawing or specification reference, and your comments concerning it. The Disposition block will be completed by the Designer and you will be furnished a copy.

In order to keep the project on schedule, I need your completed forms by **no later than _____**.

Your support and comments are appreciated.

Distribution:

____ Requestor (list name)

____ Building Manager (list name)

____ EHS (2 sets)

____ Bill Boyer

Operations and Maintenance Shops:

Tim Lenhart & John Sill (Responsible for shops review and comments-Copy of Memo only)

____ Gary Custer

____ Telecommunications

____ Millwright

____ Pipe

____ Carpenter

____ Sheet Metal/Weld

____ Electric

____ Instrument

____ HVAC/R

Engineering Support Engineers:

____ Electrical Engineer -

____ Mechanical Engineer –

____ Architectural Engineer –

____ Project Lead Engineer–

____ Construction Administrator –

____ Project Manager -

xc: Manager, PME (Memo only)
Manager, Project Controls (Memo only)

DESIGN REVIEW COMMENTS

PROJECT TITLE:

DATE:

DESIGN COMPLETION

REVIEWED:

___ CONCEPT	___ 35%
___ 65%	___ 95%
___ OTHER	

WO:

[illegible]